

Regular Board Meeting
Jackson/Teton County Housing Authority
Teton County Old Library
320 S. King St.
Jackson, WY

October 2, 2019
2:00 P.M.



1. Call to Order
2. Pronouncement of Quorum
3. Public Comment
4. Approval of Regular Meeting Minutes for September 4, 2019
5. Review of August Financials, & Staff Update
6. Melody Ranch Townhomes Update
 - a. 791 Wind River Lane Weighted Drawing
 - b. 763 Wind River Lane Weighted Drawing
7. St. John's Medical Center CSP application
8. 440 W. Kelly Ave. Update
9. 105 Mercill Ave. Update
10. 174 N. King St. Ave. Update
11. Matters from Staff
12. Matters from Board
13. Adjourn

Jackson/Teton County Housing Authority
Meeting Minutes
September 4, 2019
Teton County Old Library

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on September 4, 2019 at 2:01 pm in the Conference Room of the Teton County Old Library building at 320 S. King Street, Jackson, Wyoming. Attendees were Amy Robinson, Annie Kent Droppert, Stacy Stoker, April Norton, Julia Johari, and attorney John Graham.

Pronouncement of Quorum

Board Vice-Chair, Amy Robinson and Clerk, Annie Kent Droppert were present. Amy Robinson declared a quorum.

Public Comment

No Public Comments

Approval of Regular Meeting Minutes for August 7, 2019

Amy Robinson motioned to approve the Regular Meeting minutes for August 7, 2019. Annie Kent Droppert seconded the motion. The motion was approved unanimously.

Review of May Financials & Staff Update

Staff agreed to review the Housing Authority financials from FY19 with accounting at the next Regular HAB meeting on October 2nd, 2019. No action was taken.

Melody Ranch Townhomes Update

Staff informed the Board that the Melody Ranch Townhomes HOA has been denied financing. They are working to find another solution. A short discussion occurred. No action was taken.

Critical Services Provider Application for JH Airport

Motion

Amy Robinson moved to approve the Jackson Hole Airport Board's request to add the position of Transportation Security Officer (TSO) as an approved Critical Services Provider position. Annie Kent Droppert seconded the motion. The motion was approved unanimously.

440 W. Kelly Ave. Update

Staff informed the Board that no decisions have been made. No action was taken.

105 Mercill Ave. Update

Staff informed the Board that a workshop was held to discuss some of the key points for the development agreement and ground lease. No action was taken.

174 N. King St. Ave. Update

Staff informed the Board that the Housing Trust was selected to develop the project. No action was taken.

Housing Department Rules and Regulations Clean-Up – Update

Staff informed the Board that the 2nd Ordinance was read, approved, and that there has been no public comment. No action was taken.

Matters from the Staff

Staff updated the Board about a situation with Millward homeowners building structures. The Housing Department has reached out to the Millward HOA to find out what the terms of their allowances for structures are. The Housing Department's ground leases state that homeowners are not allowed to build structures on their properties. A short discussion occurred. No action was taken.

Staff informed the Board that the lease at the Grove Phase I states that tenants are responsible for maintenance of their own appliances. Staff asked for the Board's recommendation to clarify the terms of what repair costs the Housing Department is responsible for. The Board directed staff to pay for replacement of appliances when they cannot be repaired or when cost to repair is more than cost to replace.

Matters from the Board

No matters from the Board.

Adjourn

Amy Robinson motioned to adjourn at 2:23pm. Annie Kent Droppert seconded. The motion passed unanimously.

Respectfully Submitted:

Annie Kent Droppert, Clerk

Approved by the Board of Housing Authority Commissioners as evidenced by their signatures below:

Matt Faupel

Chair

Date_____

Amy Robinson

Vice Chair

Date_____

Annie Kent Droppert

Clerk

Date_____

JACKSON/TETON COUNTY HOUSING AUTHORITY

Balance Sheet

As of August 31, 2019

	Aug 31, 19	Jul 31, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FIB - Administration	763,356.23	741,285.78	22,070.45
FIB - Millward Ground Lease	94,818.15	96,108.67	(1,290.52)
Total Checking/Savings	858,174.38	837,394.45	20,779.93
Accounts Receivable			
Ground Lease Receivables	(3,067.16)	13,984.63	(17,051.79)
Total Accounts Receivable	(3,067.16)	13,984.63	(17,051.79)
Total Current Assets	855,107.22	851,379.08	3,728.14
Fixed Assets			
Buildings & Improvements			
260 West Broadway	1,391,040.08	1,391,040.08	0.00
Accumulated Depreciation	(621,234.82)	(621,234.82)	0.00
The Grove Phase I	6,776,024.29	6,776,024.29	0.00
Total Buildings & Improvements	7,545,829.55	7,545,829.55	0.00
Furniture, Fixtures & Equipment	22,024.69	22,024.69	0.00
Land & Projects			
440 West Kelly Avenue	1,703,568.00	1,703,568.00	0.00
575 East Hall Avenue	1,159,017.60	1,159,017.60	0.00
Hall Street	2,565,214.22	2,565,214.22	0.00
Millward Neighborhood	1,412,795.50	1,412,795.50	0.00
Mountain View Meadows	450,000.00	450,000.00	0.00
Rains Property	2,002,815.01	2,002,815.01	0.00
The Grove	3,385,000.00	3,385,000.00	0.00
Wilson Meadows	353,080.00	353,080.00	0.00
Total Land & Projects	13,031,490.33	13,031,490.33	0.00
Total Fixed Assets	20,599,344.57	20,599,344.57	0.00
Other Assets			
Allowance for Doubtful Accounts	(273,481.00)	(273,481.00)	0.00
Snow King Apts. Int. Receivable	3,481.00	3,481.00	0.00
Snow King Apts. Note Receivable	270,000.00	270,000.00	0.00
Total Other Assets	0.00	0.00	0.00
TOTAL ASSETS	21,454,451.79	21,450,723.65	3,728.14
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	3,237.20	3,394.66	(157.46)
Total Accounts Payable	3,237.20	3,394.66	(157.46)
Other Current Liabilities			
Current Portion of LTD	112,000.00	112,000.00	0.00
Escrow Payable	10,000.00	10,000.00	0.00
Security Deposits	55,379.58	53,754.58	1,625.00
Total Other Current Liabilities	177,379.58	175,754.58	1,625.00
Total Current Liabilities	180,616.78	179,149.24	1,467.54

JACKSON/TETON COUNTY HOUSING AUTHORITY

Balance Sheet

As of August 31, 2019

	Aug 31, 19	Jul 31, 19	\$ Change
Long Term Liabilities			
Current Portion of LT Debt	(112,000.00)	(112,000.00)	0.00
Note Payable - FIB(6348)	2,596,020.23	2,605,819.44	(9,799.21)
Total Long Term Liabilities	2,484,020.23	2,493,819.44	(9,799.21)
Total Liabilities	2,664,637.01	2,672,968.68	(8,331.67)
Equity			
Retained Earnings	18,752,902.58	18,752,902.58	0.00
Net Income	36,912.20	24,852.39	12,059.81
Total Equity	18,789,814.78	18,777,754.97	12,059.81
TOTAL LIABILITIES & EQUITY	21,454,451.79	21,450,723.65	3,728.14

JACKSON/TETON COUNTY HOUSING AUTHORITY
Profit & Loss by Class
August 2019

	Administration	Broadway	Housing Supply	Millward	The Grove	TOTAL
Ordinary Income/Expense						
Income						
Rent Income	0.00	19,500.91	2,700.00	1,465.00	31,525.04	55,190.95
Total Income	0.00	19,500.91	2,700.00	1,465.00	31,525.04	55,190.95
Gross Profit	0.00	19,500.91	2,700.00	1,465.00	31,525.04	55,190.95
Expense						
Insurance	0.00	(108.23)	0.00	0.00	8,371.00	8,262.77
Management Fees	0.00	0.00	0.00	0.00	2,621.75	2,621.75
Professional Fees	2,410.00	0.00	0.00	0.00	0.00	2,410.00
Rent(Ground Lease Fee)	0.00	12,976.34	0.00	0.00	0.00	12,976.34
Repairs & Maintenance	0.00	530.00	0.00	0.00	4,535.86	5,065.86
Taxes & Licenses	0.00	(155.86)	0.00	0.00	0.00	(155.86)
Telephone	0.00	0.00	0.00	0.00	136.52	136.52
Utilities	0.00	303.82	0.00	0.00	1,680.74	1,984.56
Total Expense	2,410.00	13,546.07	0.00	0.00	17,345.87	33,301.94
Net Ordinary Income	(2,410.00)	5,954.84	2,700.00	1,465.00	14,179.17	21,889.01
Other Income/Expense						
Other Income						
Interest Income	49.41	0.00	0.00	6.18	0.00	55.59
Other Income	728.85	0.00	0.00	0.00	0.00	728.85
Total Other Income	778.26	0.00	0.00	6.18	0.00	784.44
Other Expense						
Interest Expense	0.00	0.00	0.00	0.00	10,613.64	10,613.64
Total Other Expense	0.00	0.00	0.00	0.00	10,613.64	10,613.64
Net Other Income	778.26	0.00	0.00	6.18	(10,613.64)	(9,829.20)
Net Income	(1,631.74)	5,954.84	2,700.00	1,471.18	3,565.53	12,059.81

JACKSON/TETON COUNTY HOUSING AUTHORITY

Profit & Loss by Class

July through August 2019

	Administration	Broadway	Hall	Housing Supply	Millward	The Grove	Wilson Meadows	Wilson Park	TOTAL
Ordinary Income/Expense									
Income									
Rent Income	0.00	39,001.82	375.00	5,400.00	3,080.00	63,026.21	530.00	400.00	111,813.03
Total Income	0.00	39,001.82	375.00	5,400.00	3,080.00	63,026.21	530.00	400.00	111,813.03
Gross Profit	0.00	39,001.82	375.00	5,400.00	3,080.00	63,026.21	530.00	400.00	111,813.03
Expense									
Insurance	0.00	(216.46)	0.00	0.00	0.00	8,371.00	0.00	0.00	8,154.54
Management Fees	0.00	0.00	0.00	0.00	0.00	5,243.50	0.00	0.00	5,243.50
Professional Fees	5,195.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,195.00
Rent(Ground Lease Fee)	0.00	25,952.68	0.00	0.00	0.00	0.00	0.00	0.00	25,952.68
Repairs & Maintenance	0.00	1,632.75	0.00	0.00	0.00	4,992.86	0.00	0.00	6,625.61
Taxes & Licenses	0.00	(311.72)	0.00	0.00	0.00	0.00	0.00	0.00	(311.72)
Telephone	0.00	0.00	0.00	0.00	0.00	273.04	0.00	0.00	273.04
Utilities	0.00	578.13	0.00	0.00	0.00	3,499.25	0.00	0.00	4,077.38
Total Expense	5,195.00	27,635.38	0.00	0.00	0.00	22,379.65	0.00	0.00	55,210.03
Net Ordinary Income	(5,195.00)	11,366.44	375.00	5,400.00	3,080.00	40,646.56	530.00	400.00	56,603.00
Other Income/Expense									
Other Income									
Interest Income	144.33	0.00	0.00	0.00	18.35	0.00	0.00	0.00	162.68
Other Income	728.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	728.85
Total Other Income	873.18	0.00	0.00	0.00	18.35	0.00	0.00	0.00	891.53
Other Expense									
Interest Expense	0.00	0.00	0.00	0.00	0.00	20,582.33	0.00	0.00	20,582.33
Total Other Expense	0.00	0.00	0.00	0.00	0.00	20,582.33	0.00	0.00	20,582.33
Net Other Income	873.18	0.00	0.00	0.00	18.35	(20,582.33)	0.00	0.00	(19,690.80)
Net Income	(4,321.82)	11,366.44	375.00	5,400.00	3,098.35	20,064.23	530.00	400.00	36,912.20



MEMO

TO: Jackson/Teton County Housing Authority Board
FROM: Housing Department Staff
DATE: September 23, 2019
SUBJECT: Monthly Staff Update

Database – The Housing Department’s database continues to be updated. Several revisions are being done to help staff with tracking data, running reports, etc. It is being linked to our Online Intake Form so that data is easier to track.

Sales and Rentals – Year-to-Date Stats, January 1 to September 23, 2019:

- 8 homes sold/closed to date
- 1 new tenant at The Grove
- 1 household qualified to purchase, waiting for seller to sign contract
- 1 household qualified to purchase, waiting for them to review and sign contract
- 2 households chosen in weighted drawings, waiting for them to submit applications
- 3 Letters of Intent to Sell – Buyer meetings scheduled.

The chart below shows the stats requested by the Board for weighted drawings.

Unit	Bedrooms	Total Applicants	Average Points	Selected Household Points	Status
Unit 46 Millward	3	9 (No Dogs)	10	10 entries Picked on 1	Closed
Unit 19 Melody Ranch	2	8	6	10 entries Picked on 1	Closed
Unit 205 199 East Pearl	1	37	2	10 entries Picked on 3	Closed
Unit 14 Sage Meadows	2 + loft	HA purchased	NA	NA	Closed
Unit 202 Grove rentals	2	5	10	5 entries Picked on 1	moved in
Unit 307 Grove rentals	1	5	6	6 entries Picked on 1	moved in

Unit 35 810 West	2	26	6	10 entries picked on 1	Closed
Unit 14 Sage Meadows	2	3	6	7 entries picked on 1	Closed
Unit 210 Grove Rentals	2	9	4	4 entries picked on 3	move in 8/31/19
Unit 13 Homesteads at TV	3	1	NA	NA	under contract, closing 9/30/19
Unit 4 Spruce Townhomes	3	14	7	10 entries picked on 1	First household withdrew. Second household notified
Unit 32 Millward	3 +	7	6	5 entries picked on 4	Closed
Unit 7 Raver Condominiums	1	2	7	7 entries picked on 3	Re-ran drawing, no entries
Unit 208 Grove Rentals	2 +	8	4	10 entries picked on 6	Moved in
Unit 107 Pearl at Jackson	1	11	4	10 entries picked on 4	Closed
Unit 30 Pine Glades	3	15		9 entries picked on 3	Waiting for application
Unit 89 Wilson Third	2	17	6.5	10 entries picked on 3	Waiting for seller to sign contract
Unit 35 Ellingwood	2	13	5	10 entries picked on 8	Qualified

Listed below are the families who have been chosen in drawings this year and have either closed or are in the process of purchasing their new home.

- Sonia Susano Hernandez and Aron Ramirez + 2 children
 - Sonia works at Children's Learning Center. Aaron works at Mountain Top Tile and Tasker Care.
 - 3-bedroom, 2-bathroom unit.
 - Closed
- KC and Mary Bess + 2 Children
 - KC works at Mad River and Mary works at JH Wildlife Safaris
 - 2-bedroom, 2-bathroom unit
 - Closed
- Nate Siegler
 - Nate is a caretaker for Brittenham Lodge

- 1-bedroom unit
 - Closed
- Blake & Bailey Morley + 1 child
 - Blake works as General Manager at Blue Spruce and Bailey is a Villa Rental Coordinator at Clear Creek Group
 - 2-bedroom unit
 - Closed
- Wesley & Stefanie Womack + 2 children
 - Wes & Stefanie are Engineers at Epsilon Tech
 - 2-bedroom + loft unit
 - Closed
- Janet Romero and David Morillon Torija + one child
 - Janet works at Saint John's Medical Center and David works at Lucky's Market
 - 2-bedroom plus unit
 - Moved in
- Cataline Garcia Hernandez + one child
 - Catalina works at Stitch Upholstery as a seamstress
 - 1-bedroom unit
 - Moved in
- Maureen Murphy
 - Moe works for JH Chamber of Commerce
 - 1-bedroom unit
 - Closed
- Elizabeth Ricciardi and Thomas Deltz + 2 children
 - Beth is a photographer and Thom works at Flynn Irrigation and JHMR
 - 3-bedroom unit
 - Closing 9/3/19
- Rosslyn and Shelby Read
 - Rosslyn works at Climb WY and Shelby works at Community Foundation
 - 3-bedroom unit
 - Closed 9/20/2019
- Pemba Sherpa and Nim Sherpa + 1 child
 - Pemba and Nim are self-employed landscapers and cleaners
 - 2-bedroom + unit
 - , moved in
- Adam and Abigale Chenault
 - Adam works at Teton Art Services and Abigale works at Calico
 - Closing on or before 10/17/19
- Aaron and Stacy Hamby – 1 child
 - Aaron works for Sky West airlines and Snake River Ranch, Stacy is owner of Fisher Fitness
 - Closing on or before 10/17/19
- Lizbeth Perez Garcia and Alexander Charintsev + 1 child
 - Lizbeth works at St. Johns and Alexander works at Dubbe Moulder Architects
 - 2-bedroom, 2-bathroom
 - qualified, moved in
- Patrick and Alicia McCaugh + 3 children
 - Patrick works for Grand Teton National Park and Alicia works for Little Lamb's Preschool

- Arty Polo and Erin Guertin + 2 children
 - Arty works for Teton Youth and Family Services as Program Director and Erin owns Genevieve Catering, LLC.

Town and County Employee Housing Programs: Teton County currently owns 15 housing units that they use for housing their employees. The Housing Department has worked with the County on their employee rental units since the program's inception in 2008. The Housing Department began working with the Town of Jackson on their soon to be 50 housing units in May of 2019. This work includes collecting initial rent and security deposits, tracking rents, inspecting units upon move-out to ensure they are clean and ready for a new tenant, signing leases, and showing units to potential tenants.

Town of Jackson Employee Rentals 5/1/19 to present – 20 units have been rented to Town employees since July 31st

Teton County Employee Rentals 1/1/19 to present – 10 units have been rented to County employees since January 1st

This information has not been updated. Information was unavailable at the time of this memo.

Grove Phase 2 Warrantees –To date, the Grove Phase 2 warranty issues were thought to be resolved, but some final touches to leaking thresholds are being done.

Grove Phase 1 Lease Renewals – Requalification of tenants at The Grove began in May with lease renewals taking place September 1. This involves collecting employment and income verification from all 20 tenants at The Grove. All tenants have been qualified for 2019. Two families are moving out. One is moving into a Hidden Hollow restricted unit, and the other is moving somewhere unknown. Another family was chosen for a Habitat unit and will be leaving The Grove in February. Another tenant is moving out to go on a back-packing trip from Mexico to Canada. They will be leaving the end of March.

Employee/Affordable Rental Housing Verification –The owners of these units are required to annually verify the units are being rented to employees working in Teton County. Recently approved standardized restriction templates are now in use for new units. There are currently 692 total Employee/Workforce/Affordable Rental units.

- Hillside Business Phase 2, Unit 607. Owners provided requested documentation and are now in compliance with their restriction requirements.
- Unit 103, Osprey Landing – Owner not using it per the occupancy/use requirements. Sent final request. Deadline was 8/13/19. Unit has been referred to the County Attorney's office for follow up.
- 429 Snow King – The Housing Department will provide owner with notice of violation for non-compliance of occupancy requirements.
- Ranches at Spring Creek –No update available. Housing will follow up with planning to confirm validity of restriction requirements.
- Meadowbrook Unit B9 – Owner submitted Exception request – vacancy of greater than 60 days. Unit is listed for sale. In review by Housing Manager.

Sunset Clause Releases – There were a total of 99 units that have a sunset clause restriction in Housing Department inventory. 2017 - 20 expired. 19 expire in 2019, 10 are due to expire in 2020, and two in 2021. One new Certificate of Release has been recorded. Three are pending.

Request to Rent/Leave of Absence – One new Request to Rent has been approved at the Melody Ranch Townhomes.

Request for Exception – Two Exception Requests have been submitted. Currently under review.

Qualified Mortgage Request – One new qualified mortgage request since the last HAB meeting. Submittal was approved.

Transfer of Title – Two new requests for Transfer of Title are pending.

Employment-Based/Workforce Ownership Requalification's – All units were sent requalification requests on 9/16/19. The deadline is October 31, 2019. Homeowners will be required to complete the intake form as part of their requalification process. The Housing Department now offers secure online submission of all requalification documents.

Affordable Check-Ins – Affordable units purchased after June 4, 2018 are required to provide verification of employment, occupancy and ownership. Requests were sent on 9/16/19 with a deadline of 10/31/19. Submission of documents can now be done online.

Proof of Insurance – All affordable homes were asked to provide proof of insurance on their homes. All 33 developments have been sent requests. Declaration pages continue to filter in. Second requests are being made for homeowners that have not submitted their documents. Default notices will go out soon for ground lease units that have not provided proof of insurance documents. Staff will soon begin reviewing proof of insurance to make sure units are properly insured.

Violations – One outstanding violation – Millward Redevelopment and other structures. Waiting on information from the HOA Board and direction from the HAB.

Online Systems – Owners of restricted units now have the ability to upload verification documents online. Requalification for Workforce and Employment Based units as well as the affordable check-ins can now upload all information online. Eventually, we will also be able to allow people to enter a drawing online. This is more complicated because documentation must be approved before a drawing is entered. Staff has given greater priority to the compliance side of online verification.

Spanish-Language Outreach

The majority of Housing Department documents have been translated into Spanish. We are also working on translating the How to Sell and How to Buy booklets. We have partnered with Habitat for Humanity to give housing information presentations to employees of various local companies. Habitat has helped us translate those presentations into Spanish and has provided staff to answer questions in Spanish. The Housing Department is partnering with Teton County Park & Rec. Housing information will be available with staff onsite to answer questions in both English and Spanish at their next community "Movie Night" event in July. We have also added Spanish translations to all our weighted drawing e-mail and text notifications by utilizing google translate.

Housingjh.org – the Housing Action plan states that we coordinate access to housing opportunities. Staff has been partnering with Teton Habitat and the Housing Trust, and will begin working on “housingjh.org”, a “one stop shop” for Jackson housing resources in September. We hope to launch housingjh.org in November.

Homeowner Spotlights – Homeowner spotlights are posted on the jhaffordablehousing.org website. They include pictures, short bios, and quotes from some of our new homeowners. Please see the attached for our latest Homeowner Spotlight and visit jhaffordablehousing.org for more.

Annual Report – The annual report for 2018 has been released.

Housing Portfolio – The Deed Restricted Housing Portfolio is a booklet containing information on deed restricted housing in Teton County. It will be released very soon.

MEET BRANDON AND SHEILA



How long have you lived in the community? We have lived in Jackson for 14 years

What do you do here (for work)? Sheila works for Epsilon Technology Corp as a Quality and Service manager and Brandon works for The Wort as a National Sales Manager



Why do you choose to make Jackson home? Is this a real question? Just look around! It is the best playground we ever could've found and WE GET TO LIVE HERE!!!

In what ways do you engage with your community? Any way we can. We love this community. We have both participated in building Habitat for Humanity homes, picked up trash on Town clean up day and we attend numerous Chamber mixers. We try and support our friends when they

are performing concerts, art shows, etc and we try and buy from local businesses when we can.

How has affordable homeownership impacted you? We are so blessed to have gotten an affordable home. Every day we wake up and thank our heavens for it. It has led to such joy and happiness. Our little girls are SO incredibly happy that we have a house and just the joy on their little faces as we arrive home is worth everything to us. It has made the biggest positive impact in our lives that one could imagine.

What’s your favorite part about owning your own home? We get to live in Jackson and not have to worry about not having a place to rent or not. It takes the stress away from that aspect and lets you truly relax and enjoy life!!!





MEMO

TO: Jackson/Teton County Housing Authority Board
FROM: Stacy Stoker, Housing Manager
DATE: September 27, 2019
SUBJECT: October 2, 2019 Housing Authority Board Agenda

Item 6. Melody Ranch Townhomes

The Melody Ranch Townhomes roof repair issue is scheduled to be discussed by the Town Council and the County Commissioners at their October 7 Joint Information Meeting. One of the permanently restricted homes is currently listed for sale and is in the Weighted Drawing process. It is being sold as a Workforce unit with the raised value of \$160,000. The listing price is \$372,829.

The Housing Department has also received a Letter of Intent to Sell from a second owner of a permanently restricted Melody Ranch Townhome. The Weighted Drawing for this home will start on October 9th. The owner elected to wait so that the new minimum occupancy rules will be in place, which will allow two person households with no dependents to enter the drawing.

Item 7. Critical Services Provider Application for St. John's Medical Center

See the attached staff report and application.

Item 8. 440 West Kelly Ave.

The Town Council and County Commissioners will be discussing this property at the October 7 JIM.

Item 9. 105 Mercill Ave.

Staff and legal are working on the ground lease and development agreement.

Item 10. 174 N. King St

Staff and legal are working on the ground lease and development agreement.



MEMO

TO: Jackson/Teton County Housing Authority Board
FROM: Billi Jennings, Housing Sales Coordinator
DATE: October 2, 2019
SUBJECT: CSP Application- St. Johns Medical Center

Purpose of Agenda Item – Consideration of St. Johns Medical Center’s request for the position of Director Critical Care as a Qualified Critical Services Provider (CSP) position. St. John’s Medical Center is already an approved CSP Organization.

Background – Community based institutional or non-profit organizations that have paid or volunteer employees who are on call 24 hours per day for public safety emergencies can apply to the Housing Authority Board to become qualified CSP Organizations with approved CSP positions.

Qualified CSPs receive one point (entry) in weighted drawings with a maximum of two per household. They must have completed all required certifications, have worked at least one year at a local business and have a recommendation from their supervisor.

Definition of a Critical Services Provider: An employee or volunteer of a community based institutional or non-profit organization on call 24 hours per day for public safety emergencies.

Key Points – The application states the following:

- The position provides immediate response for health and safety services.
- The position has employees on call 24/hrs. per day for public safety emergencies.
- The position is full-time during day and night shifts and is on call if not scheduled for the shift.
- The position requires completion of BSN-Nursing, BLS, ACLS, ENPC or PALS, and TNCC or ATCN.
- Time it takes to complete certification is 4 years.

Attachments

- Critical Services Organization Application from St. Johns Medical Center.

Recommendation – Staff recommends approval of the position of Director Critical Care as a Qualified CSP.

Motion – I move to approve St. Johns Medical Center’s Director Critical Care as a Qualified Critical Services Provider position.

Critical Services Provider Organization Application

This form is used for organizations who wish to obtain approval from Jackson/Teton County Affordable Housing Department so that their emergency services employees or volunteers will be eligible to receive preference for homes in Housing Department lotteries.

Name of Organization: St. John's Medical Center

Address: 625 E. Broadway PO Box 428

Mission Statement of Organization: Patient Centered, Clinical Excellence, Community Wellbeing

Contact Person (Supervisor)

Name: Maursha Sensat

Title: Chief Nursing Officer

Phone: 307-739-7202

Email: msensat@tetonhospital.org

1. Does your organization provide immediate response for health and safety services?

☒ Yes ☐ No

If yes, please explain. If no, you can stop here.

St. John's provides medical services to the entire community.

2. Please provide a real life example of a time that your organization provided emergency response for a public safety emergency.

The trauma which occurred a month ago - St. John's received all victims from the accident

3. Does your organization have paid employees or volunteers who are on call 24 hrs/day for public safety emergencies? ☒ Yes ☐ No

4. If you answered Yes to the above question, please provide job titles, provide a brief job description and required certification along with time to complete certifications for those positions. Please do this for each job position. (Use a separate sheet if needed).

Job Title Director Critical Care

Required Certification(s)

BSN - nursing, BLS, ACLS, ENPC or PALS, TNCC & ATCN

Time it takes to complete certification(s) 4 years for nursing degree

Job Description

Provides leadership, administrative direction, budget management and planning for patient care delivered for emergency room and intensive care unit. Administrator on call, as well as 24 hour call for both departments.

Job Title _____

Required Certification(s)

Time it takes to complete certification(s) _____

Job Description

Job Title

Required Certification(s)

Time it takes to complete certification(s) _____

Job Description

Job Title

Required Certification(s)

Time it takes to complete certification(s) _____

Job Description

Job Title _____

Required Certification(s)

Time it takes to complete certification(s) _____

Job Description _____

5. How does having the employees who fill the above positions living locally in Teton County affect your organization?

It is imperative to have nursing directors living in Teton County to respond to emergencies. Each team needs to have strong leadership to guide & lead the emergency & intensive care units.

MARSHA K. SENSAT

Name (printed)

CHIEF NURSING OFFICER

Job Title



Signature

307-739-7202

Phone

Please print this application and complete the signature lines. Scan and email back to bjennings@tetonwyo.org, fax to 734-3864, or mail to JTCAHD, P.O. Box 714, Jackson, WY 83001

This application will be considered by the Jackson Town Council and the Board of County Commissioners at their regular board meetings following receipt of the completed application. You will be notified in writing of their decision.